



Department of Pesticide Regulation



Mary-Ann Warmerdam
Director

Arnold Schwarzenegger
Governor

August 27, 2007

TO: Pesticide Brokers

SUBJECT: LICENSE RENEWAL INFORMATION

Renewal packet contents

This packet contains the following documents for your license renewal:

- *Frequently Asked Questions: Renewing Your Pesticide Broker License*
 - *Pest Control Broker License Renewal Application and Instructions* (PR-PML-190)
 - *Pest Control Broker License Renewal Information Requirements form* (PR-PML-134b)
 - Return envelope
-

What you need to submit

In order to renew your license, you must submit

- A completed and signed renewal application
 - The *Renewal Information Requirements form* (PR-PML-134b)
-

No fees

There are no fees required to renew your license.

Deadline

Your renewal application and required form must be postmarked by **December 31, 2007**.
Normal processing time is 45 days upon receipt.

Web site

Valid licenses are posted daily at <<http://www.cdpr.ca.gov/docs/license/currlic.htm>>.

Contacts

For more information, please contact

- Susan Hopkins (main) – phone: (916) 445-4028; e-mail: <shopkins@cdpr.ca.gov>
- Valerie Ruvalcaba (general) – phone: (916) 445-3914; e-mail: <vruvalcaba@cdpr.ca.gov>

To submit feedback, please take our survey at <www.calepa.ca.gov/Customer/CSForm.asp>.

Sincerely,

David Duncan, Chief
Pest Management and Licensing
(916) 445-3870

Frequently Asked Questions: Renewing Your Pesticide Broker License

What can I do to ensure that my renewal packet gets approved the first time I submit it?

Complete and sign your renewal application.

What is the renewal fee?

There is no fee.

Can I fax my application form?

Yes. Our fax number is (916) 445-4033. It is not necessary to mail us a hard copy if you fax the form.

How can I find out if I have been renewed?

You can go to our Web site at <<http://www.cdpr.ca.gov/docs/license/currlic.htm>>. We update this site daily.

How long does it take to process my renewal application?

It can take 45 days or longer, depending on when our office receives it and if there are problems.

What happens if my paperwork (e.g., legal documents) is not finalized by the expiration date?

We cannot renew you until your paperwork has been finalized. If you are not renewed, then you cannot conduct business under your pesticide broker license.

Can I still renew my license even if it has expired?

Yes. You have 12 months to renew your license after it expires, as long as you meet all the requirements. After 12 months, you must submit a new application.

Who signs the renewal application?

The owner or officer of the business must sign the renewal application. An “officer of the business” is an employee who holds an office of authority or trust (e.g., President, Vice President, Treasurer, Manager).

What is the procedure for a name or address change?

During renewal, name and address changes may be made directly on the renewal application. For name changes, you must submit legal documentation.

Do I have to pay a fee for a name or address change?

If you only have an address change, then there is no fee (unless you request a new wall document license, in which case there is a \$20 fee). If you only have a name change, then there is a \$20 fee. You will automatically be sent a new wall document license. If you have both name and address changes, then the total fee is \$20.

What is the procedure for a change in ownership?

The procedure is the same as applying for a new pesticide broker license. Licenses are not transferable. A change in stockholders of a corporation is not considered to be a change in ownership. The forms are available on our Web site at <<http://www.cdpr.ca.gov/docs/license/lcforms.htm>>.

STATE OF CALIFORNIA
**PEST CONTROL BROKER LICENSE
RENEWAL APPLICATION**

PR-PML-190 (REV. 1/06)
Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
LICENSING AND CERTIFICATION PROGRAM
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 445-4038
FAX - (916) 445-4033
Web site: <http://www.cdpr.ca.gov/>

☐ Name Change ☐ Address Change

Business License Number: _____

Business Name: _____

Address: _____

City, State, Zip: _____

IMPORTANT - PLEASE READ
COMPLETE ALL INFORMATION FOR EACH LOCATION AND THE RENEWAL INFORMATION REQUIREMENTS

License Information.

Main/Branch License Number	City	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I declare under penalty of perjury, under laws of the State of California, that the above information provided by me is true and correct.

SIGNATURE

TITLE

DATE SIGNED

FOR OFFICIAL USE ONLY

IMPRINT

PROBLEM

RENEWED

DATA ENTRY

RC

Instructions on reverse

STATE OF CALIFORNIA
**PEST CONTROL BROKER BUSINESS LICENSE
RENEWAL INFORMATION REQUIREMENTS**

PR-PML-134b (EST.7/01)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CA 95814-2828
P.O. BOX 4015
SACRAMENTO, CA 95812-4015
(916) 445-4038
FAX (916) 445-4033
Web site: <http://www.cdpr.ca.gov>

A. Officer/Owner Information	Fax #	E-mail address	Business Phone Number
Officer/Owner Name 1.		Title	
2.			
3.			
4.			

C. Pest Control Sales Information

Please indicate what type of product your pest control broker business sells.

Check the appropriate box(es).

- ☐ Sell Agricultural Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides and Agricultural Use Pesticides.
- ☐ Sell Non-Agricultural Use Pesticides.
- ☐ Sell Methods or Devices (such as Biological Control Agents, Lures or Insect Trapping Devices) for the Control of Agricultural Pests.

PESTICIDE BROKER LICENSE RENEWAL APPLICATION INSTRUCTIONS

RENEWAL TIMELINE

Renewal timelines have been established to help determine when you may expect to receive your license or certificate based on the date the Licensing and Certification Unit received your renewal application. Renewal timelines are posted on the Department of Pesticide Regulation's (DPR's) web site.

CHECK LIST: This list will help ensure that your renewal application is completed in full prior to mailing.

- ☐ **Change of Name/Address.** 3CCR Section 6508 requires all license/ certificate holders to notify DPR immediately of any change in business name, address, qualified person, business organization, or any other information required on the application. Indicate any corrections that appear on the renewal form in the space provided.

Licenses are not transferable. In the case of change of business organization or ownership, a new application is required. If you had a change in ownership or partners or have incorporated, contact us.

- ☐ **Declaration/Signature.** Sign, title and date the renewal application form.
- ☐ **Mail.** Send the completed renewal application form and all required documents in the enclosed envelope addressed to: Pest Management and Licensing Branch, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

Questions? Your business name and license number will be posted to DPR's web site as soon as your application is approved and logged into the database. Our web site address is <http://www.cdpr.ca.gov/docs/license/currlic.htm>. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038.

Failure to complete or provide the requested information may delay the processing of your application.